

REMEMBER!!!
Share the Newsletter
with your serviced
activities

TAPES NEWSLETTER

A QUARTERLY PUBLICATION OF THE
PERSCOM EVALUATION SYSTEMS OFFICE

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"BUILDING COHESION"

Your response to the first edition of the TAPES Update was overwhelmingly positive. In this edition, you'll find out what's happening with the senior group of ratees who started developing Support Forms (performance plans) this past July. Remember, keep sharing your experiences with us so we can share them with the rest of Army. We've made it easy for you to provide us with feedback--look at the last page of this edition.

PEOPLE ARE TALKING

On 1 Jul, 13s and above started developing Support Forms. Here's what some had to say about the process:

Training helped---best lesson was actually doing it.

Guidance offered from military members of the organization proved helpful.

Support Form furnished by Rater really appreciated.

Pleased that in base closure environment, significant changes to the job can be readily reflected and not ignored.

The DA Pamphlet (user pamphlet) is a wonderful guide. It clearly instructs one on what they need to know to do a performance evaluation.

The system is not complicated. Writing objectives and preparing the DA Form 7222-1 is not anymore difficult than the old system.

Rater and Ratee actively participate in the process.

DON'T WAIT

Contract negotiation on TAPES have to be completed **before** bargaining unit ratees start using TAPES procedures. **Non bargaining**

unit ratees should begin developing TAPES performance plans at the start of the implementation date for their group.

INTERN RATING CYCLES

Intern rating cycles are based on their Entrance on Duty (EOD) dates. After completion of the Intern program, they will be rated based on the appropriate TAPES rating cycle.

ELECTRONIC FORMS - WHERE ARE THEY?

The latest information from Publications and Printing Command (USAPPC) is that the TAPES templates as part of the next E-forms issue will be made available in five (5) copies to Information Management Officers (IMOs) sometime in October. Additional copies may be ordered from the Publications Center - Baltimore. You may contact Mr. Jose Herrero, USAPPC, on DSN 221-6294 or CML (703) 325-6294.

REORDERING TAPES PAMPHLETS

The TAPES project office can only respond to requests for reorders of the user pamphlet from Civilian Personnel Offices (CPOs) who cite that insufficient copies of the pamphlet were received in the initial order. For additional copies, call DSN 221-8009 or CML (703) 325-8009.

DON'T FORGET!!

RATEES GRADES 9-12 BEGIN TAPES 1 NOVEMBER

- GS/WS 9-12 ratees whose last rating period ended six months or more prior to 1 Nov 93, must receive a close out rating (annual rating) under the Performance Management System (PMS). The end date for this rating cycle is 31 Oct. The rating will be treated like any other annual rating. (For some this will be a second annual.)
- Performance plans (the Support Form) should be completed within 30 days of the beginning of the rating period. The initial plan **must** be reviewed and initialled by the Senior Rater.
- Values and what they mean to ratee and rater **must** be discussed during the initial counseling session. Use the guidance on pages 18/19, 40/41, and 50/51 of the user pamphlet to help start the discussion.
- Beginning **1 January 1994**, Base System raters and their ratees will begin developing performance plans on the Counseling Checklist Record Form (DA Form 7223-1). Rating cycles will be locally determined rating cycles. Keep in mind that DA-wide standardized rating cycles for Base System ratees is still under consideration.
- The TAPES HOT LINE (DSN 221-8009/CML (703) 325-8009 is operational to respond to any questions which could not be resolved at the local level.

FROM THE FIELD - EXAMPLE OBJECTIVES

Continue the development of a civilian hiring and retention strategy to help restructure and resize the civilian work force. Publish circular containing policy and procedures.

Support EEO/AA through an aggressive training/counseling program. Support for command EEO/AA policies is reflected in hiring/promotion/recognition practices of the directorate.

Provide Leadership/Management to Employees: (1) Timely evaluation/counsel all employees, (2) Provide necessary current training and develop a 5-year program for each employee with emphasis on DAWIA, HTRW, and TQM, and (3) Initiate and/or support quality employee initiatives.

Actively support the District's EEO/AA goals and initiatives taking steps to maintain a positive attitude in the workplace.

Successfully complete curriculum and graduate from Army Management Staff College NLT... Share knowledge and experience of AMSC with fellow employees.

Promote the professional image of the.....through briefings, tours, and external contacts.

Provide assistance to users, supervisors, and other team members in a timely, courteous, professional manner. Keep user and supervisor updated regarding any problems that affect assigned projects/suspense dates.

FIELD QUESTIONS AND ANSWERS:

Q: As of 1 Nov, a ratee is due an annual rating but has worked less than 120 days under an approved performance plan. When does the Ratee come under TAPES?

A: Extend the rating period by enough days to complete the 120 minimum. An annual rating for this period is due into the Civilian Personnel Office (CPO) within 45 days of the close of the cycle. The next day after the close of the cycle starts the ratee's first rating period using TAPES procedures.

Q: Are PerFORM PRO Windows or PerFORM GEM Filler the only officially approved software applications for generating TAPES forms?

A: Yes.

Q: Can anyone other than the Commander or equivalent (one functioning with the same level and degree of authority), serve as both rater and senior rater on an evaluation report.

A: No.

~~Q: What's the difference between the senior rater profile in TAPES and the Profile of a military officer rating members of the military?~~

~~A: The TAPES senior rater profile shows the distribution of performance ratings for a single rating period for all ratees at the same grade level rated by the senior rater. The profile is intended to offer additional information (e.g. the rating philosophy of the senior rater) when viewed in conjunction with the rest of the evaluation report. This profile is not centrally maintained.~~

~~For the military, the senior rater profile is based on the senior rater's view of the ratee's potential and reflects where the ratee stands in relation to all other ratees at the same rank the senior rater has rated over many years. This profile is centrally maintained at PERSCOM.~~

~~Q: How can it be the senior rater's profile when the rater has the "real" say on the performance rating and the Senior Rater must follow.~~

~~A: As in the Performance Management System (PMS), the rater is recommending a rating to the senior rater. The senior rater considers the rater's recommendation and any personal information he/she has on the ratee's performance during the rating period in order to arrive at the overall performance rating. The overall performance rating (based on supporting rationale) is a decision left only to the senior rater.~~

Q: I want to adjust the rating period for Base System ratees to coincide with the rating period for ratees in grades 9-12 (1 Nov - 31 Oct). When can the Base System ratee start using TAPES performance plans?

A: No earlier than 1 Jan 94. The cycle can be adjusted to start 1 Nov 93; however, ratees will have to continue under the old PMS performance plan

Until 31 Dec 93. Ratees whose last rating period ended six months or more prior to 1 Nov 93 should receive a close out rating.

Q: Where is the Individual Development Plan (IDP) documented since a TAPES Evaluation Report does not include space for one?

A: Discussion and documentation of professional development goals and training needs are an inherent part of the counseling process. During counseling sessions, raters are responsible for assisting their ratees identify required training and/or professional development objectives. Once identified, training and professional development objectives should be recorded on the Counseling Checklist Record for Base System ratees or the Support Form for ratees in the Senior System. **This documentation serves as the ratee's IDP.** Senior System ratees are reminded that professional development objectives may be included in the objectives they draft for discussion with the rater.

Q: Can an additional page be attached to the Evaluation Report? There's not enough space to justify a rating.

A: No. Bullet comments should be those most reflective of the ratee's level of performance which supports the Responsibilities/Objectives ratings. The Counseling Checklist and the Support Form allow for additional pages (if necessary) which should include documentation supportive of assigned ratings. In addition, Senior System ratees make statements on their significant contributions (Part IVc on the Support Form) which provides information on accomplishments.

Q: What does the statement "Positions with Supervisory Duties" found on the Base System Civilian Performance Counseling Checklist/Record Form mean?

A: The statement is meant to include positions that while not titled "Supervisor" may perform a range of supervisory duties sufficient to be evaluated against the Supervision/Leadership and Equal Employment Opportunity/Affirmative Action (EEO/AA) Responsibilities/Performance Standards. Questions on whether or not a ratee is in a position which functions as a supervisor should be clarified with a specialist in the Position Management and Classification section of the local CPO.

RECURRING ISSUES

SENIOR RATERS WILL MANIPULATE PROFILES TO LOOK GOOD/QUOTA SYSTEM WILL ENSUE

Quota systems are prohibited by law. If a Senior Rater is in agreement with his/her subordinate raters, then the profile is in a sense predetermined. If one were entertaining the thought of changing ratings just to change the profile, it should soon prove too much trouble since for every rating decision, the rater (no matter the level) must be prepared to support that decision based on documented performance criteria.

***** GOOD IDEAS *****

Ft Shafter's CPO sent out a survey questionnaire 30 days after 1 July 1993 asking ratees (grades 13/above) if they had received DA Form 7222-1 (Support Form) and if the initial counseling session had been completed. majority responded "Yes."

(Support Form) and if the initial counseling session had been completed. A majority responded "Yes."

Linda Van Noy-Stamp, Ft Bragg designed an abbreviated version of the TAPES pamphlet (Senior System) along with 35mm slides for deskside and classroom instruction.

The commander at Red River Army Depot directed that resources and personnel be devoted to implementing TAPES. The TAPES Implementation Process Action Team was formed consisting of management/nonmanagement and union/nonunion personnel from all major depot organizations. Union officials and representatives from EEO help conduct training at the depot.

The Hoffman CPO uses a handout titled "BENEFITS OF TAPES"

At Fort Dix the initial GM training session was conducted by having employees sit as a peer group openly discussing TAPES. Feedback from the forum was very favorable.

Jay Jamison at HQ Army Materiel Command and Scarlett Smith at US Army Aviation and Troop Command get the word out on TAPES by using newsletters.

At Fort Carson funds were set aside to print copies of the user pamphlet for nonsupervisory ratees. At Letterkenny AD, nonsupervisory ratees receive that portion of the user pamphlet covering their particular system.

If we missed out on printing your **GOOD IDEA**, please let us know and we'll share it in the next Update.

NEWS BREAKS

On September 30, 1993, Public Law 103-89, The Performance Management and Recognition System Termination Act of 1993, was enacted. The law terminates the Performance Management and Recognition System (PRMS) effective November 1, 1993. The major provisions of the Act are as follows:

- Extends PMRS from 9/30/93 to 10/31/93 to allow for the payment of merit increases and performance awards based on the FY93 performance cycle.
- Converts PMRS employees to GS pay plan effective 11/1/93.
- PMRS employees would remain under Act's provisions (and retain the GM designation) until:
 - a. A break in service of more than 3 days
 - b. A promotion (either permanent or temporary) or demotion.
 - c. A transfer outside the agency (DOD)
 - d. Reassignment to nonsupervisory/nonmanagerial position.
- PMRS employees will convert to GS pay plan at their exact salary level held on 10/31/93.
- Employees will be eligible for step increases (1/9 of pay range) at comparable intervals to GS.
- Merit Increase paid on 10/3/93 is an equivalent increase for waiting period purpose.

Since the termination of PMRS and conversion to GS pay plan does not necessitate a change in the duties and responsibilities, no changes need to be made on DA Form 7222-1, Senior System Civilian Evaluation Report Support Form.

FROM THE VICE PRESIDENT'S REPORT ON REINVENTING GOVERNMENT:

*There has to be a clear shared sense of mission.
There have to be clearly understood goals.
There have to be common values according to which
decisions are made. There has to be trust placed
in the employees who actually do the work, so that
they feel free to make decisions.*

*They cannot be treated like automatons or children
bound up in straightjackets and rules and regulations
and told to do the same thing over and over and
over again.*

VICE PRESIDENT AL GORE
AUGUST 4, 1993

Commander
PERSCOM
ATTN: TAPC-MSE
200 Stovall Street
Alexandria, VA 22332-0442